



JOB SEEKERS

Each one of these Missouri Career Center services comes with personalized assistance from trained workforce professionals.

Evaluate Your Skills, Knowledge, and Abilities

Our advanced assessments measure your workplace skills, knowledge, abilities, and strengths. With our assistance, determine your career interests, professional goals, and areas for skill development to find the job that is just right for you.

The **Missouri Connections** career-information system provides tools to explore occupations, to determine salary goals, and to research educational/training institutions. It has several other career-exploration features, and you can build a portfolio to store your unique career information. Log on at missouriconnections.org. (Career Centers provide your User Name and Password.)

Our **WIN Initial Assessment** and **KeyTrain Quick Assessment** determine your individual understanding and reasoning skills in key employment situations. Plus, they guide your occupational and educational goals and prepare you for obtaining an NCRC (see below).

The U.S. Department of Labor's O*NET® website provides multiple **self-assessment instruments** that help you to identify occupations that you like, find exciting, and which match best with your capabilities.

Earn a Nationally Accepted Workplace Skills Accreditation

Obtain a National Career Readiness Certificate (NCRC), available in four levels of achievement, to furnish



Empowered to Deliver...

evidence to potential employers of your skills with Applied Math, Locating Information and Reading for Information. These three skills are highly desirable in the workplace, both for new hires and for promotions to higher-paying jobs with more responsibilities. Achieving an NCRC will **show employers that you have the skills** and initiative they need.

Résumé Writing Assistance

We offer software and experienced staff to help you develop an effective résumé that stands out from others. A special arrangement through Missouri Career Centers and jobs.mo.gov provides the advanced **Optimal Résumé online resource**. Once registered, you can use it to create professional, high-quality résumés as well as cover letters, on-line portfolios, video résumés, and tools to prepare for interviews.

Specialized, On-site Workshops

Our five primary workshops give you the practical guidance you need to get the career of your dreams. Workshops cover **Career Exploration, Career Networking, Résumé Preparation, the Interview Process, and Basic Computer Skills**. See reverse side for details.

Tools and Equipment Available to Job Seekers

Access computers, printers, copiers, scanners, fax machines, and phones at **no charge** to help you search and apply for job openings.

Access Training Assistance and Training Provider Information

Several training programs are available through your Missouri Career Center to assist eligible job seekers with gaining the skills needed to obtain employment in today's economy. Get **Occupational Skills Training** at a college, university, or other educational facility through programs that fund training—or retraining—for eligible individuals who have been laid off work.

With our **On-the-Job Training (OJT)**, you begin to receive wages and/or benefits while you learn a new skill, working with a participating business.

The **WorkReadyMissouri** Program provides an opportunity for individuals receiving Unemployment Insurance (UI) benefits to receive occupational worksite training on a part-time basis for as long as to six weeks. Program trainees continue to receive UI and can receive a training allowance.

Staff-assisted Job Searching

You are not alone! Missouri Career Centers provide staff-assisted Job Search Services to anyone looking for quality employment opportunities. We actively work with you to identify a job or career goal, identify skill sets and complete an effective free registration on the jobs.mo.gov one-stop job-search website. We also help you navigate through other first-rate government and commercial job search websites, provide on-line application assistance, and connect you with other products that will help get you into a new career!





WORKSHOPS

Career Exploration

It's all about you! This workshop gives you the tools to assess your knowledge, skills, personal interests, and priorities on the journey to **finding the job** that is best for you (or not a good fit). Identify resources that are available to find a rewarding career.

Career Networking

Everyone recommends it, but not everyone does it well: Learn the benefits of effective and strategic "networking" and how **interpersonal resources** and contacts could lead to a new job. This workshop applies what you learn, so you will develop a plan to present yourself to networking groups, create a networking source list, and develop a list of the types of networking groups.

Résumé Preparation

Wonder what employers are looking for when they read a résumé and cover letter? Find out in this workshop! Identify and optimize all the basic components of a résumé (skills and abilities, work history, and education) so that you **stand out above the others**. Use some of the same strategies for completing excellent online applications.

Interview Process

With this workshop, you get practical advice on how, through research, practice, and preparation, to **showcase your skills** and experience best. Get helpful tips on how to dress and groom yourself for an interview. Learn the different types of interviews and develop a strategy for each one.

Basic Computer Skills

Using a computer competently is essential for today's job seeker. Learn the basic computer skills necessary to search and apply for jobs. This workshop includes everything from using the keyboard to accessing the Internet to creating and saving files. In addition, learn to use **jobs.mo.gov** to search for your next job.



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Find additional information about
career opportunities and
quality applicants at —
jobs.mo.gov

Equal opportunity employer/program.
Auxiliary aids and services are available
upon request to individuals with disabilities.

Missouri TTY User:
1-800-735-2966 or 711
for Relay Missouri

Telephonic interpretation service is available
to limited-English-proficient individuals
free of charge.